

MINIMUM RIGHT-OF-WAY EXCAVATION PERMIT APPLICATION REQUIREMENTS
"FULL KIT" CHECK LIST
March 31, 2021

The following list is comprised of items that the Permit Section will verify to be included within CoC 903 Right-of-Way (R/W) Excavation Permit applications received after March 31st, 2021. Applications found to be missing any of these critical items will be rejected, and the applicant notified of the additional information that they will need to provide before further permit processing of their application will occur.

- Complete CoC 903 R/W Excavation Permit Application – Permit applications are to be submitted via the City's permitting portal at <https://portal.columbus.gov/permits/>

Please note, if the permit application does not include a plan submission, we will need to verify that the data contained within the application adequately describes the proposed work, and work location, within all required fields. This would include water and sewer repair jobs that are repairs in kind.

- When associated plan submissions are required they shall include the following:
 - Project Title Sheet with a clearly distinguishable Site Location Map – This site location map should clearly delineate all proposed work locations and limits, with all street names being clearly legible
 - When roadways and/or sidewalks are impacted by proposed construction activities, a maintenance of traffic plan (vehicular and pedestrian) is required. This plan shall be prepared in accordance with maintenance of traffic standard drawings available within the Department of Public Service's web site "Document Library", and/or the Manual of Urban Traffic Control devices.
 - Street names and intersection(s) where work is proposed
 - The distance to the nearest intersections when there is no intersection included on the proposed plan
 - Scaled plan and profile view; minimum 1" = 40'. Must display the horizontal and vertical scale on each page
 - Must state if plan being submitted is based upon other state or local government project improvement plans and include the project number, contract number, E-Plan, CC plan, purchase order, etc.
 - Bore, push, or open cut method of construction must be clearly stated
 - Notes indicating that any contractor performing excavation, including but not limited to disturbing the earth with powered or non-powered equipment, drilling and/or boring, shall cause notice to be given to the Ohio Utilities Protection Service (OUPS) now doing business as OHIO811 by calling 811 or 1-800-362-2764, or online at www.ohio811.org at least 48 hours but not more than 10 working days before excavating.
 - If "Please Waive Forestry Review" option is selected on the application, verify that adequate video or photographic evidence has been submitted. If yes, Forestry review is unnecessary. If no, route plans for forestry review.